

# Material Handling Information Sheet

## **IMPORTANT – PLEASE READ CAREFULLY.**

Stronco has been appointed as the Official Material Handling Service Provider for this event.

### **MATERIAL HANDLING SERVICE INCLUDES:**

- Unloading of shipment and delivery to booth
- Removing of empty containers from booth to designated storage area (may be off-site)
- Return of empty containers to booth after show closing
- Loading of shipment from booth to carrier of choice

**\* This service includes move-in and move-out, whether fully or partially used**

Note: Transportation to and from show site is not included as part of this service.

### **ESTIMATING MATERIAL HANDLING CHARGES:**

- Material handling services are charged per hundred weight (CWT) and rounded up to the nearest hundred. A minimum charge of 200 lbs per shipment is applicable.
- All shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, Stronco will charge the entire shipment at the uncrated rate. Charges are estimates only and will be adjusted according to weight tickets.
- A \$50 surcharge will apply if shipment has to be weighed.
- Off target shipments will be charged an additional 30% to the applicable CWT rate.

### **SHIPMENT DEFINITIONS**

CRATED/SKIDDED	Skidded materials or materials in a shipping container that can be unloaded at loading dock with no additional handling.
UNCRATED	Loose or pad-wrapped shipments; machinery without proper lifting bars or hooks.
SPECIAL HANDLING	Material that requires additional handling, including ground unloading, stacked or constricted space unloading, designated piece loading, alternate delivery location, loads mixed with pad wrapped material and shipments without proper delivery receipts.
SMALL PACKAGE	Shipment consisting of any number of pieces not exceeding a combined weight of 30 lbs, and is received collectively on the same day, from the same shipper and delivered by the same carrier.

# Material Handling Order Form

<b>SHOW</b>	GOLDEN HORSESHOE CHAPTER OF CCI 2020 CONFERENCE	<b>DEADLINE DATE</b>	February 12, 2020
<b>LOCATION</b>	Burlington Convention Centre	<b>SHOW DATES</b>	March 6, 2020

<b>COMPANY</b>	<b>BOOTH #</b>
<b>ADDRESS</b>	
<b>CITY</b>	<b>PROV / STATE</b>
<b>CONTACT</b>	<b>POSTAL / ZIP</b>
<b>TEL</b>	<b>EMAIL</b>
	<b>TITLE</b>
	<b>EXT</b>
	<b>FAX</b>

**\*\*CREDIT CARD AUTHORIZATION FORM MUST BE SUBMITTED WITH THIS SERVICE\*\***

RATES					
TIME			PRICE PER CWT (200 lb minimum)		
			CRATED	UNCRATED	SPECIAL HANDLING
REGULAR TIME	Mon - Fri	8:00 am – 4:00 pm	\$63.00	\$78.00	\$89.00
OVERTIME	Mon – Fri Sat – Sun Holidays	Before 8:00 am or after 4:00 pm All day All day	\$78.00	\$93.00	\$108.00
ON-SITE ORDERS	A 25% surcharge will be applied to on-site orders.				
OFF-TARGET SHIPMENTS	A 30% surcharge will be applied to off-target shipments.				
<b>NOTE: If your move-in or move-out fall during overtime hours, overtime rate will be applied.</b>					

CALCULATION (when recording weight, round up to the nearest 100 lbs or minimum (200 lbs), whichever is greater)					
DESCRIPTION <small>(see material handling information sheet for definitions of shipments)</small>	WEIGHT (LBS) <small>(200 lbs minimum)</small>	CWT	RATE <small>(see applicable rates above)</small>	ESTIMATED TOTAL <small>(Final total will be adjusted according to shipment weight)</small>	
CRATED/SKIDDED SHIPMENT	_____ ÷ 100 = _____	_____	x \$ _____	= _____	_____
UNCRATED SHIPMENT	_____ ÷ 100 = _____	_____	x \$ _____	= _____	_____
SPECIAL HANDLING SHIPMENTS	_____ ÷ 100 = _____	_____	x \$ _____	= _____	_____

Note: Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, Stronco will charge the entire shipment at the uncrated rate. Charges above are estimates only and will be adjusted according to weight tickets. A \$50.00 surcharge will apply if shipment has to be weighed. Off target shipments will be charged an additional 30% to the applicable CWT rate.

	WEIGHT (LBS)	QTY	RATE <small>(per shipment)</small>	TOTAL
SMALL PACKAGE (not to exceed 30 lbs)			\$78.00	

## PAYMENT

Note: You must complete a credit card authorization form if you are paying by cheque

VISA   
  MC   
  AMEX   
  CHQ

CARD NUMBER	EXPIRY DATE	<b>SUB TOTAL</b>	
		<b>13% HST</b>	
		<b>TOTAL</b>	

I have read and understand the Terms & Conditions of my agreement with Stronco HST# R129612164

CARD HOLDER \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**TERMS & CONDITIONS**

This order is placed with the specific understanding that we hereby release STRONCO DESIGNS INC, its employees and/or agents from all liability for loss, theft and/or damage of or to our merchandise and property, no matter how caused, and that we have insured all such properties being handled. This charge is only for duration of show, any shipments brought back to our warehouse will be subject to charges.

- Refunds will not be given on orders cancelled on-site.
- A 70% refund will be allowed on all written cancellations received 7 days prior to set-up, excluding display rentals and signage.
- All claims/discrepancies must be settled prior to show closing.
- No cheques will be accepted on-site.

J50180  
CWT-11-07-18+17-50-T3

